

58-3370

28 AUG 1958

MEMORANDUM FOR: Executive Assistant, Deputy Director (Support)

SUBJECT : Proposed Support Bulletin No. 11

We offer the following comments:

a. Simplifying the Allotment System (page 25) - Deletion of "U. S." is suggested. Even though the bulletin is obviously issued by a U. S. agency, such a deletion would be in keeping with our general policy. The words [REDACTED] could be substituted.

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b. Certificate of Merit with Distinction (page 37) - We suggest that the words [REDACTED] be replaced by "The regulations".

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c. Proposed Tax Legislation (page 4) - This is the type of information which we can expect people to obtain through newspapers. Since the passage of the bill is so problematical in view of expected Administration opposition, and since Congress has adjourned, it is doubtful that this article serves a useful purpose.

d. Publications Board (page 5) - This is not specifically a support matter. It has no field application at all. It would not assist, might even confuse, field recipients. At headquarters the regulation on the subject and the activities of the Board appear to provide adequate information.

e. Pay Study (page 7) - The comment noted in paragraph c seems applicable here also.

f. Management Tools (page 14) - The references to the two booklets, "Plain Letters" and "Management Tools - So You Have a Space Problem", might well be modified so that they do not encourage the field to request copies of them. This might be accomplished by wording such as: "Headquarters personnel may obtain a copy of . . . through their Records Management Officer."

g. How to Make a Good Speech with Minimum Effort (page 13) - This lengthy article is so generally inapplicable to the field

that we suggest its deletion. Speech-making by Agency personnel is controlled and limited. We believe that those few employees who are legitimately concerned have other sources of guidance or could be supplied the information from this article through other means.

h. Long-Term Training Schedule Published (page 33) - This announcement might be interpreted by personnel in the field as being applicable to them. Since this is not the case, clarification in this regard would be desirable.

i. Management Tools (page 13) - We recommend that the last paragraph on this page be modified so as to avoid conflict with other instructions on this subject. We suggest it be changed to read: "What records can be destroyed or retired?"

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Chief, Inspection and Review Staff
DDP